

CONDUCTING A SEARCH OF OFFICIAL PUBLIC RECORDS

- Step #1 From the Fort Bend County Clerk home page, look to the left side of the screen in the blue shaded area and select Index Info Search.
- Step #2 From the Index Info Search screen select Property Index Research to search for a document filed in Official Public Records.
- Step #3 You may enter **either** Grantor **or** Grantee information for the type document you are searching for. When entering field name, you will get better search results if you enter the first few letters of the name followed by the % sign. Example: If searching for Michael Smith, enter Sm% for last name and Mi% for first name. Entering the document type will narrow your search. If document type is not known, please limit your date range to 2 years maximum. Please see reference list below for explanation of search fields.

<u>Document Type</u>	<u>Grantor</u>	<u>Grantee</u>
Assumed Name	Owner of Business	Business Name
Brand	Owner of Brand	Description of Brand
Deed	Seller of Property	Purchaser of Property
Deed of Trust	Borrower	Lender
Lien	Party Placing Lien	Party Lien is Against/Borrower
Release of Lien	Party Releasing Lien	Party Lien is Against/Borrower

- Step #4 After you have entered your search information, click on “Search”
- Step #5 Locate the name you are searching for under the proper heading. The number listed to the far left of the screen is the Instrument #. Documents filed that have images attached to the index information will have a picture of a document under the heading “Image” on the right side of the screen.
- Step #6 If the document has an “Image”, you may view the image by clicking on the picture of the document under the “Image” heading. A screen will appear that asks if you want to open the image either as PDF or TIFF image. Make your selection by clicking the appropriate box.
- Step #7 When the image appears, you will notice a watermark across the document with the word “UNOFFICIAL”. You may print these documents for your records at no charge.
- Step #8 If you determine you need to obtain either an official copy, or an official certified copy of the document, please contact the Fort Bend County Clerk’s Office at 281-341-8652.